

This is a **SAMPLE** statement to be used as the substitute for uploading the IRS determination letter, located in your profile.

YOUR LETTERHEAD

[include Superintendent and Principal name and title]

[DATE]

To Whom It May Concern:

We are a [public or non-public school] located at [school street address] in _____ County. We are not-for-profit educational institution and exist for the sole purpose of educating children.

[Principal signature/title]